



Hilldrup™

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George Mason University
Request for Proposals
GMU-1794-22

Sid Sillah
Director, Workplace Solutions

June 1, 2022

hilldrup.com

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Purchasing Department
 4400 University Drive, Mailstop 3C5
 Fairfax, VA 22030
 Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



**REQUEST FOR PROPOSALS
 GMU-1794-22**

ISSUE DATE: April 27, 2022
TITLE: Relocation and Moving Services
PRIMARY PROCUREMENT OFFICER: Regina Bazile, Senior Buyer, rbazile@gmu.edu
SECONDARY PROCUREMENT OFFICER: Grace Lymas, Assistant Director, glymas@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM Eastern Time (ET) on May 4, 2022. **All questions must be submitted in writing.** Responses to questions will be posted on the [Mason Purchasing Website](#) by 5:00 PM ET on May 11, 2022. Note: Questions must be submitted in WORD format. Also see section III COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: June 1, 2022 @ 2:00 PM ET. **SEE SECTION XIII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.**

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: Hilldrup Companies, Inc.

Date: May 31, 2022

DBA: Hilldrup

Address: 4022 Richmond Highway

By: *Sidney Sillah*
 Signature

Stafford, VA 22554

FEI/FIN No. 54-0661748

Name: Sid Sillah

Fax No. (703) 221.5206

Title: Director, Workplace Solutions

Email: Sid.Sillah@hilldrup.com

Telephone No. Cell (703) 380.7278

SWaM Certified: Yes: _____ No: X (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: Not applicable

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules, § 36* or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.



Purchasing Department
Mailing Address: 4400 University Drive, Mailstop 3C5
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589

May 12, 2022

RFP ADDENDUM #1

Reference – Request for Proposal:	GMU-1794-22
Title:	Relocation and Moving Services
RFP Dated:	April 27, 2022
For Delivery To:	George Mason University

The following changes are hereby incorporated into the aforementioned RFP:

Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.

- **Answers to Questions submitted by the Question Submission Deadline on May 4, 2022:**

Answers to these questions shall be considered part of the RFP requirements and the offeror should include any changes that result from this addendum into their offer. Failure to consider the information provided below may result in your offer being scored lower:

1. **Question:** If you have storage that needs to be stored off-site, do you have your own off-site places, or should we assume to quote for our storage services in and out?
Answer: Moving company would be required to provide off-site storage at its own warehouse. George Mason University does not have available storage.
2. **Question:** If we provide our entire commercial services rate sheet, will that be sufficient for giving you upfront costs for all the services needed to be performed?
Answer: We are looking for negotiated rates for the University based off requested information provided in the RFP. If your standard commercial rate sheet meets the requirements of the RFP and can be evaluated according to the RFP.
3. **Question:** How will GMU staff communicate relocation needs to the move vendor?
Answer: All moves will be set up and communicated either by email or phone call through the design department contacts. When a need arises, we will have the designated contact from the moving company come to the site to perform a walkthrough and provide a quote.
4. **Question:** Does GMU currently have items stored at the incumbent vendor’s facility and will there be a need to pick up items and store them at new move vendor’s facility?
Answer: This is a possibility.
5. **Question:** During laboratory relocations who will be responsible for relocating Hazmat materials; move vendor or GMU staff?
Answer: Lab relocations will be coordinated by EHS staff, who will decontaminate items and will relocate all Hazmat materials.
6. **Question:** Will GMU staff provide furniture layout diagrams during office and classroom moves?
Answer: Yes, GMU Design team or GMU contracted entity will provide all layouts and information needed for the moving company for relocations.

7. **Question:** Due to COVID-19 will GMU require move crews to be fully vaccinated?
Answer: **This is evolving, and the moving company will be notified as necessary.**

Previously provided information for vaccination. See below:

Per the guidance document provided previously, contractors of state agencies are required to do the following:

1. Contract workers performing work on-site must disclose their vaccination status to their employers (the contracting vendor that employs them.) **Individual employee statuses should not be disclosed to George Mason University.**
 2. Contracting vendors performing work on-site must certify to George Mason University that covered contract workers who work on site or perform public-facing services are:
 - a. Fully vaccinated or
 - b. If not fully vaccinated, are required to wear a mask, maintain social distancing, and adhere to all other agency safety protocols while working on-site or engaged in-person with the public.
 3. Contracting vendors must provide that written certification to their contracted state agency.
 - a. George Mason University has provided a certification form for contractors to complete.
 4. The certification form must be signed by a person with authority to bind the contracting organization.
8. **Question:** Will George Mason University supply the packing material for the moves? If not, should the moving services vendor include prices for the cost of the required moving materials?
Answer: **No. GMU does not supply any packing materials. That is the responsibility of the movers. Yes, provide cost for crates, boxes, computer bags, tags, bubble wrap, and packing paper, etc.**
9. **Question:** Should the moving services vendor assume that all moves will be done with straight trucks only or should the moving services vendor include prices for the use of tractor trailers?
Answer: **Straight trucks with ramp or lift are generally used but for large relocations tractor trailers will be needed. Please provide a quote for both.**
10. **Question:** Is George Mason University able to outline the SWaM goals for the university and for this agreement?
Answer: **The Commonwealth of Virginia and Mason do not have agreement/project specific goals. SWaM goals are established through the governor's office and apply to all state agencies.**
11. **Question:** Are there liability insurance requirements for this project (e.g., limited liability up to \$0.60/pound for furniture, \$1.00 for records and \$5/pound for electronics)? If so, please clarify.
Answer: **The liability insurance requirements are listed in Section X. AA of the RFP.**
12. **Question:** What percentage (%) of the scope of this request is related to storage requirements?
Answer: **This RFP is project specific.**
13. **Question:** What percentage (%) of the scope of the request takes place at the Front Royal, VA location?
Answer: **That would be project specific, but the majority of our work is on the Fairfax, Sci Tech, and Arlington campuses. However, any company would need to be able to provide service at all campus locations.**
14. **Question:** What percentage (%) of the scope of the request takes place after-hours (After 5PM/Before 7AM)?
Answer: **Majority of our work is completed during regular business hours (Monday**

through Friday, 8:30am-5:00pm EST). There are occasions when a move may require longer hours and/or after business hours.

15. **Question:** How many providers were awarded in the previous RFP?

Answer: 3

16. **Question:** What providers were awarded in the previous RFP?

Answer: Interstate, Victory Van, Paxton

17. **Question:** Will there be any materials required in the scope of this request?

Answer: See question No. 8

18. **Question:** Will GMU accept a proposal that excludes laboratory specimens from the insurance requirement?

Answer: Not Applicable.

19. **Question:** Can providers include additional line items for services related to this RFP (that were not mentioned in the example pricing template) in their proposal?

Answer: Yes

Please sign and include this addendum as part of your offer.

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and, in any schedule, hereto is true, correct, and complete.

Name and Address of Firm:

_____	Date: <u>May 31, 2022</u>
<u>Hilldrup</u>	By: <u>Sid Sillah</u>
<u>4022 Richmond Hwy; Stafford, VA 22554</u>	Title: <u>Director, Workplace Solutions</u>
Fed ID No: <u>54-0661748</u>	Signature: <u><i>Sidney Sillah</i></u>
Email: <u>Sid.Sillah@hilldrup.com</u>	Phone: <u>(Cell) 703.380.7278</u>

Regina Bazile
Sr Buyer
rbazile@gmu.edu
703-993-2580
Purchasing Department
George Mason University

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1. Procedural information:

a. Return signed cover page and all addenda, if any, signed and completed as required.
[Please see Hilldrup's completed and signed Cover Page and Addendum, attached.](#)

b. Return Attachment A - Small Business Subcontracting Plan.
[Not applicable to Hilldrup.](#)

c. State your payment preference in your proposal response. (See section XVI.)
[Hilldrup's payment terms are 30 days.](#)

2. Qualifications and Capabilities: Describe your experience, qualifications and success in providing the services described in the Statement of Needs to include the following:

a. Describe your experience in providing similar services described in the Statement of Needs.

[Since 1903, Hilldrup has been assisting colleges and universities in the Commonwealth of Virginia. Earl in our establishment, as a small operation, Hilldrup would assist college students at Mary Washington College \(now the University of Mary Washington\) with moving in and out of the city from the trains and buses that would pass through historic downtown Fredericksburg. Now, Hilldrup is a proud partner to a number of prestigious institutions of higher learning throughout Virginia, North Carolina, South Carolina, Georgia and even throughout Washington, D.C. Whether it was assisting with a campus remodel, relocating a library or lab across campus or moving students out due to the COVID-19 pandemic, Hilldrup is the partner that colleges and universities can depend on.](#)

[Hilldrup has supported the following universities:](#)

- [Clemson University – Clemson, SC](#)
- [Coppin State University – Baltimore, MD](#)
- [Coppin State University – Baltimore, MD](#)
- [Duke University – Durham, NC](#)
- [Elon University – Elon, NC](#)
- [George Washington University – Washington, D.C.](#)
- [Georgetown University – Washington, D.C.](#)
- [Marymount University – Arlington, VA](#)
- [North Carolina State – Raleigh, NC](#)
- [Shenandoah University – Winchester, VA](#)
- [University of North Carolina at Chapel Hill – Chapel Hill, NC](#)
- [University of Virginia – Charlottesville, VA](#)

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Hilldrup's service teams prepare to move out students in Washington, D.C. who are attending The George Washington University during the early days of the COVID-19 pandemic.



Pictured above, Hilldrup is on-site at Duke University in Durham, NC (left) to assist moving out students. Our teams were able to store student belongings in our warehouses, which offer 1.5 million square feet of secure storage space. This was critical for college move out projects, which included storing the contents of student dorms at the University of Virginia (right) amidst the pandemic as well.

Previous Projects

Here are a few examples, beyond Virginia, of move projects we've assisted with for universities and school systems:

University of North Carolina at Chapel Hill

In 2018, Hilldrup Charlotte had the honor of moving the University of North Carolina (UNC) at Chapel Hill's Kathrine R. Everett Law Library as it underwent and completed renovations. Even before any books were carefully packed away, the Hilldrup team helped to develop a plan that would allow for business to continue as usual for students studying for final exams.

Together the construction contractor, library staff and Hilldrup team met regularly to determine working hours to minimize noise during peak study times, determine critical parts of the collection that students would need access to and ensure all necessary safety regulations and procedures were followed.

Our services during this move included move management, transitional planning for book relocation/displacement during construction, adjusting shelving to accommodate the shifting of collections, carpet removal and inventory control.

Our experience and details of moving UNC's Kathrine R. Everett Law Library are reflected in the graphic below.



Central Piedmont Community College

Hilldrup continues to provide on-going campus relocations for Central Piedmont Community College (CPCC).

All campus locations in the surrounding Charlotte area are serviced on an ongoing basis; these include Main Central Campus, Harris Campus, Harper Campus, CATO Campus, and Levine Campus. All educational departments are serviced as well. In the past two years, Hilldrup has moved multiple campus library locations and laboratories at the Main Campus, Harper Campus and Levine Campus. The Central Campus Library and Dowd Engineering Lab were highly critical projects for the college which Hilldrup handed seamlessly. These relocations were very large, highly complex due to the nature of

highly technical inventory being relocated, and required challenging time lines. The projects were completed at the highest level with great success including limited disruption to campus life.

In addition to all types of campus related moving, Hilldrup has moved numerous faculty offices for CPCC which required after hours servicing with full service packing, moving and post move decommission of unwanted assets.

Fort Mill South Carolina School System

Hilldrup continues to provide on-going campus relocations for the Fort Mill School District. With over 15,000 students and 17 campus locations, Hilldrup has been the mover of choice for all relocation projects. Whether it be a complete school move to a new replacement campus, a school renovation project or just large quantities of packing supplies, Hilldrup gets the call.

Hilldrup has been involved in a complete restack of multiple school locations to accommodate the ever-growing Fort Mill district. Within these schools, Hilldrup has moved classrooms, labs, libraries, PE equipment, music and theater facilities, ROTC departments and administrative offices. From student desks, IT equipment and teaching contents, Hilldrup moves all these items on a regular basis.

When it comes to moving the administration, Hilldrup's highly trained movers have tackled the employee workstations (dismantle, move and rebuild). We have also moved the executive office suites at the administration district office.

In June 2019, Hilldrup moved multiple schools, including Fort Mill High, Nations Ford High and Administrative Offices, into the new state of the art Catawba Ridge High School. This state of the art school would match up to many small college campuses. The school will accommodate over 2,400 students. Hilldrup was awarded the opportunity to move all contents into this flagship property. The project was completed on time and on budget with the highest level of customer appreciation.

Hilldrup's Workplace Services' Offerings

Hilldrup's Workplace Solutions division offers a complete menu of services to support campus renovations, new construction, office moves, dorm renovations and much more.

These solutions include:

- Asset management services/inventory services
- Debris removal
- Furniture breakdown and installation
- Moving, hauling and storage services
- Packing and transportation
- Packing and unpacking services
- Product warehousing
- Secure records transportation

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- Sensitive equipment custom crating
- Shredding and recycling services
- Special handling

We invite George Mason University to view **Hilldrup's Workplace Solutions** presentation, attached, for additional information.

b. Names, qualifications and experience of personnel to be assigned to work with Mason.

Marlon Lee, Team Lead, has 22 years of industry experience – the last 6 of which have been with Hilldrup. Marlon serves as a crew leader for many of Hilldrup's high-profile clients, including corporate and university moves. He has a hands-on approach to seeing move projects through and works diligently to ensure the move is completed on-schedule.

For George Mason University, Marlon will provide leadership over the crew teams and has the know-how to solve any logistical conflicts immediately.

Melvin Golson, Team Lead, brings nearly 40 years of industry experience to his role. He has worked with multiple universities in the Washington metropolitan area as a member of our team for the past three years. He will support George Mason University through his experience, leadership and commitment to seeing projects done on-time.

Mike DeShazo, Team Lead, brings 7 years of experience to his role – 6 of which have been with Hilldrup. He has held multiple roles throughout his career with us, including being a mover, driver and supervisor.

Mike's can-do attitude will be a major asset to George Mason University. He strives to provide the highest level of customer service while motivating and leading his team throughout the move timeline.

Rob Granville, Local Dispatcher, brings 14 years of industry experience to his role – the last 5 of which have been with Hilldrup. Rob began his career as a Mover and moved up to become a Project Manager for clients. He uses his industry experience to properly dispatch Hilldrup's assets for our clients and ensuring a successful relocation with the highest level of customer satisfaction.

Rob earned a bachelor's degree in Psychology.

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Teisha Thomas, Move Coordinator, brings 12 year of experience in client support and customer service with a focus on daily operations management. She is known for fostering client relationships while responding to inquiries online, over the phone and in-person.

Teisha will serve as a liaison between George Mason University and Hilldrup's team. Her knowledge of warehouse inventory on and off-site will be invaluable to this contract upon award. Teisha will act as a point of contact, schedule pick up and deliveries and will provide updates on behalf of our team as needed.

Derick Gray, Project Manager of Workplace Solutions for Hilldrup – Capitol Heights, has served in this role for the last 2 years. Derick brings a decade of experience being a Project Manager to his role in addition to being a Warehouse Manager for 14 years.

Derick is a graduate of the University of Maryland.

Cheryl Sutton, Move Coordinator, brings 25 years of customer service and project coordination experience to her role. The last 13 years of which have been specifically within the mobility industry.

Cheryl acts as a liaison between the client and Hilldrup's Workplace Solutions/Operations teams. Her duties include scheduling, pre and post-move customer service, obtaining Cos and other required documentation, etc.

Cheryl holds a bachelor's degree in Business Administration from Frostburg State University and obtained her certificate of completion for the International Office Moving Institute (IOMI) certification.

Bonnie Cabrera, Senior Counselor for Hilldrup Workplace Solutions, brings 20 years of industry experience to her role and has been an essential part of Hilldrup's Workplace Solutions team for the past four years.

As part of her role, Bonnie works daily with the sales, operations, billing and warehouse teams to set up new and reoccurring projects every day for Hilldrup. Her main goal is to ensure customer satisfaction; in fact, she prides herself on keeping close contact with her clients throughout the project from start to finish. As one of Hilldrup's most experienced counselors, Bonnie has experience working with the GDIT team as well as companies of similar size and scope such as LEIDOS, CACI and SAIC.

Bonnie obtained her certificate of completion for the International Office Moving Institute (IOMI) Customer Service training program.

Richard Snyder, Operations Manager, brings over 30 years of experience to his role at Hilldrup. He is responsible for over 15 service crews, totaling over 75 Hilldrup professionals, who are dispatched daily across the Washington, D.C. market.

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His experience in the moving and storage industry includes working in household goods, where he traveled extensively to relocate customers across the U.S.

Richard attended the University of Maryland where he earned a degree in engineering.

Vitaly Willis, Workplace Solutions Account Manager, brings nearly 10 years of experience in the relocation industry to his role. Vitaly manages workplace solutions projects for all clients across the D.C., Maryland and Virginia (DMV) market.

Vitaly monitors the service teams' execution of each move to ensure the highest levels of quality are delivered throughout the move project.

Vitaly graduated from Virginia Commonwealth University.

Matt Dodson, VP and General Manager for Hilldrup Capitol Heights, is responsible for the overall coordination, direction and evaluation of the branch, ensuring goals for sales, operations, safety and quality are reached, specifically for Commercial Services.

Matt began at Hilldrup working during the summers while he was in college, and he joined Hilldrup's Richmond branch upon graduation. Matt has nearly 20 years of industry experience, including in Quality and Dispatch, and he most recently served as Director of Commercial Services at Hilldrup's corporate headquarters in Stafford, VA.

Matt earned his bachelor's degree in business administration from James Madison University.

Sid Sillah, Director, Workplace Solutions, is responsible for identifying, qualifying and aligning Hilldrup's service offerings to meet the needs of his clients. Sid assesses the unique needs of each client to present a comprehensive solution for their workplace needs. Sid brings nearly 20 years of experience to his role.

Sid holds a bachelor of social sciences from the University of Ottawa in Ontario, Canada. He is a Certified Office and Industrial Consultant and a Certified IOMI-trained Mover.

Sid will serve as a main point of contact and ensure that Hilldrup's partnership with GMU is built on trust, timely communication and top-notch service solutions.

Justin Mahon, Vice President, Workplace Solutions, is responsible for developing, growing and leading Hilldrup's Workplace Solutions' sales team across Hilldrup's headquarters and branch offices.

Justin brings 15 years of industry experience to his role – 10 years of which have been with Hilldrup. Prior to his promotion, he served as Director, Business Development for Hilldrup’s Orlando branch. There he drove sales and fostered client relationships to expand Hilldrup’s network and client base.

Justin’s accolades in Hilldrup’s Workplace Solutions division include being the recipient of Hilldrup’s Commercial Sales MVP Award in 2016 and the Commercial Sales Impact Award in 2017 and 2018.

Justin is a graduate of the University of Central Florida where he earned a bachelor’s degree in marketing.

c. Resumes of personnel working with Mason.

Please refer to the bios for each of our team members above. In addition, please refer to Hilldrup’s Workplace Solutions team in the attached Org Chart.

3. Specific Plan (Methodology): Explain your specific plans for providing the proposed services outlined in the Statement of Needs including:

a. Your approach to providing the services described herein.

Communication and planning are the two benchmarks for success in any relocation or workplace project. Every project has a unique set of circumstances, so having a partner who is not only the subject matter expert, but a partner who aligns themselves with the objectives and vision of George Mason to provide the best move solutions in the industry is critical.

The first thing that Hilldrup would do during our implementation meeting is create an online web portal that George Mason can use to initiate requests. The required fields for submission are completely customizable and will help streamline communication directly with our internal Hilldrup team providing support for George Mason. Drop down fields within the portal would allow George Mason to indicate what type of services or optional value-added services are requested at any given time.

Once the request has been submitted, it will notify our team in real-time allowing Hilldrup to provide a timely response back to George Mason. Our team will review the full scope of work with the requestor to discuss expectations and confirm timelines. An in-person site visit will be scheduled with the primary point of contact to verify all facets of the project and logistical requirements. Upon completion of the walk-through, we will finalize our formal proposal for the necessary approval process. Once a project has been approved it would follow our below standard operating procedure for consultative services prior to performing any moving services.

- A project manager is identified, and an introduction is made to the George Mason team along with a complete contact list, outlining names, phone numbers, and emails.
- If projects are not time sensitive, a project manager would conduct an additional site visit to confirm all the project requirements, equipment needs, parking locations, etc.

- Issue all new building move numbers for labeling purposes to identify where all items will be moved to in the new building.
- Compile a from/to roster with first and last names and the issued move numbers for all team members and common area locations.
- Provide all labels for each employee to use for all items moving into the new building.
- Development of a formal Employee Instruction Packet that will indicate what each team member's responsibilities will be before, during, and after the move.
- Conduct in-person town hall meetings, if possible, to review all team member responsibilities.
- Confirm the layouts and locations for all storage room shelving, common area furniture, case goods furniture placement, etc. when applicable.
- Confirm layouts and locations for all mail room and copy room items.
- Verify the cubicle inventory that all necessary parts are on hand to rebuild the cubicles in the designated layout if they are being repurposed.
- Coordinate the installation of cubicles in the new space with the low voltage and electrical contractors.
- Complete all certificates of insurance required and complete all building access forms needed.
- Setup material deliveries based on the requested schedule.
- Reserve all necessary freight elevators and loading docks in preparation for all move functions.
- Conduct a mockup session with IT for the new expected layout of the disconnect and reconnect services performed, if applicable.
- Walk all existing and new spaces to identify and notify all parties of existing building damage.
- 48 hours before the commencement of the move, the internal Hilldrup team will review the final requirements and discuss expectations with the overall onsite move team assigned to the project.
- Placarding and directional signage placement in the new building to help the team navigate all areas efficiently during the move.

b. What, when and how services will be performed.

Hilldrup combines 119 years of experience with a nationwide recognized expertise in workplace solutions services. We've successfully handled moves for every type of client through the years, and our goal is always the same: to deliver excellent service, provide solutions and ensure that our clients can focus on what's most important to them with limited disruptions. Our approach to quality ensures personnel follow the same procedures, including a multi-step approach to each project, customer follow-up, and internal checks from department to department. This true quality process is what makes Hilldrup's service program unique.

Our managers, supervisors and laborers are professionals, trained not only in the physical aspects of our service offerings, but in the equally important pre-planning and execution processes. Every team

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member is dedicated to providing quality service to meet the needs of customers. Hilldrup's Center for Employee Development, located at our Corporate Headquarters, is where this training takes place (photo below). Crew members are thoroughly trained and have completed Hilldrup's rigorous Quality Labor Certification Program before they are permitted to work on an actual relocation.



Certification is awarded after the trainee successfully completes 30 hours of classroom training, demonstrates proficiency in skill qualification, has at least 200 hours of on- the-job field experience and has a final review with the trainer. Certification for employees reflects the completion of a challenging, realistic program which equips them with necessary skills and identifies them as certified professionals.

Standardized services provided during traditional move projects would include:

- Review of the condition of all items during initial pre-move walk through along with any high value inventory and assets.
- Plastic moving crates are provided for all contents of the office unless boxes are requested.
- Furniture is carefully disassembled by our trained staff and all hardware is secured and kept for reassembly.
- Glass tops for furniture is carefully wrapped and taped with blankets.
- Artwork is removed from the wall, wrapped with blankets, and placed into speed packs.
- Lamps, breakables, etc. are wrapped with blankets and placed into speed packs.
- Case goods are taken down to the truck and pad wrapped when being placed onto the truck.
- Filing cabinets and seating are pad wrapped when being placed onto the truck.
- Cubicle storage is pad wrapped when being placed onto the truck.
- Cubicle trim, connectors, cantilevers, etc. are carefully placed and packed into speed packs.
- Computer monitors are individually wrapped and placed into computer crates or speed packs.
- All keyboards, mice, headsets, phones, docking stations, peripherals are placed into accessory bags and placed into computer crates or speed packs.
- CPUs, desktop scanners, and printers are wrapped with blankets and placed into computer crates or speed packs.
- TVs and video conferencing equipment are removed from the existing walls, pad wrapped, and placed into speed packs or panel carts.
- Server equipment is individually wrapped with anti-static bubble wrap and placed into speed packs or machine carts.

- After completion of the move, the Hilldrup project manager will verify that all items have been placed in the correct locations and will walk through the space with the onsite client contact.
- An email is sent out to the client project team with an update on the status of the move along with pictures and any punch list items that need to be addressed.
- If a post-move team is scheduled, the Hilldrup project manager will provide them with an action items list of priorities.
- If a decommissioning scope is present on the job, follow the same process as the move.
- Confirmation of all assets for disposition is reviewed during the pre-move walk through.
- Inventorying of furniture and access potential value on the resale market.
- If no value exists in the furniture work with local charities to understand repurpose interest.
- If furniture can't be donated or repurposed items are separated accordingly and recycled as much as possible to avoid landfill waste.
- Sustainability reports can be generated to show environmental savings created.

In addition to our consultative and traditional services provided, the following services are performed during specialty move projects:

- Verify all details of each area for sequencing and any other special characteristics. Include a collection measurement and count of all current shelves to determine even distribution at the new space.
- Packing and unpacking services with the use of library carts to maintain organization and assist with possible consolidation,
- Disassembly and reassembly of library shelving or high-density filing systems.
- White glove services for specialty art collections.
- White glove services for packing glassware and sensitive lab equipment.
- Asset tagging and tracking for high value equipment.
- Web based asset management software for offsite storage of all required items.
- Pallet racking tear down, rebuilding, and anchoring.
- Rigging and flatbed transportation for large equipment.
- Certificates of data destruction for documents and electronics.

Our Mission, Vision and Values (MVV)

Hilldrup's Mission, Vision and Values (MVV) is the foundation of our organization and is what inspires each of our employees to be their very best each day.

Our Mission is to deliver superior service by promoting a culture that is customer-centric, empowers employees and maximizes profitable growth. Our powerful Vision is to simply: *Be the best moving services company, period.*

Hilldrup's values, that inspire our team in their actions every day, include:

Empowered Accountability: You are Hilldrup to the customer. When a challenge arises, we are personally responsible for taking ownership and providing a timely and clear resolution.

Uncompromised Integrity: We show respect and integrity to our customers, partners and each other in all that we do and at all times, even when no one is watching.

Unwavering Commitment: We are committed to our customers, each other and our Hilldrup values with steadfast resolve.

Fearless Communication: Let your voice be heard, and listen!

Infectious Positivity: People want to be around and do business with people who are positive and happy. There are two ways to look at every situation – we focus on the positive side.

Purposeful Agility: Flexibility is the key in developing long-term business success. But we do it with purposeful planning.



Empowered
Accountability



Unwavering
Commitment



Fearless
Communication



Uncompromised
Integrity



Purposeful
Agility



Infectious
Positivity

4. References: No fewer than three (3) that demonstrates the Offeror's qualifications, preferably from other comparable higher education institutions your company is/has provided services with and that are similar in size and scope to that which has been described herein. Include a contact name, contact title, phone number, and email for each reference and indicate the length of service.

Georgetown University

Lisa M. Belokur
Associate Vice President, Facilities Operations
Lisa.Belokur@georgetown.edu
(202) 687-1369
4 years

The George Washington University

Monet M. Ballard
Program Manager, Relocation Services
Ballard2@gwu.edu
(202) 994-3271
4 years

George Mason University
Request for Proposals
GMU-1794-22
Relocation and Moving Services
Hilldrup Companies, Inc. Response

University of Virginia

Bruce Shifflett
Space Planner
Bws9g@virginia.edu
(434) 924-8409
25 years

Virginia Commonwealth University

Carlos Brown
Executive Director of Support Services
Carlos.brown@vcuhealth.org
(804) 828-4937
15 years

Coppin State University

Jacquelyn Wonsej
Director of Housing
Jwonsej@coppin.edu
(630) 561-1189
2 years

Marymount University

Upen Malani
AVP, Campus Planning & Management
umalani@marymount.edu
(703) 284-1491
2 years

Elon University

Holly Hodge
Director of Interior Design
hhodge@elon.edu
(336) 278-5224
15 years

5. Proposed Pricing: Provide hourly and storage square footage rates for all services described herein.

Please see **Attachment C – Pricing** for Hilldrup’s rates.

6. In your proposal response please address the following:

a. Are you and/or your subcontractor currently involved in litigation with any party?

Yes.

George Mason University
Request for Proposals
GMU-1794-22
Relocation and Moving Services
Hilldrup Companies, Inc. Response

b. Please list any investigation or action from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to your firm or any subcontractor in the last three years.

Hilldrup and a number of other companies are currently involved in a Qui Tam lawsuit in the U.S. District Court for the Southern District of Florida. The United States government quickly declined to intervene, and the initial lawsuit was dismissed, in its entirety. An amended complaint was filed, which is currently subject to a motion to dismiss to be heard in June 2022. Hilldrup expects the lawsuit will be dismissed in its entirety and expects no impact.

d. Please list all lawsuits that involved your firm or any subcontractor in the last three years. Please refer to the details above.

d. In the past ten (10) years has your firm's name changed? If so please provide a reason for the change.

No, not applicable to Hilldrup.

e. What is the minimum wage paid to any personnel performing work under this contract? Hilldrup's minimum wage paid to personnel is \$15/hour.



Hilldrup[®]

We keep business moving

Welcome to Hilldrup

We're glad you're here. Because your project is just as important to us as it is to you, we offer you the Hilldrup Advantage. It means you'll experience a smooth project experience with personal attention. In fact, we assign every commercial customer their very own personal move manager. And we make sure to offer you the best industry equipment, technology and staff. Ready? Let's get started.

MOVING – THE WAY IT WAS MEANT TO BE

Hilldrup believes in giving you an exceptional experience. And our Proactive Quality Management process helps us do just that. It allows us to measure and evaluate our services while making sure our employees are trained and empowered each step of the way.

WORKPLACE SOLUTIONS SERVICES

- Nationwide Office Relocations
- Relocation Move Management
- Campus Setting (Move-Add-Change)
- Liquidation
- Asset Management
- New and Used Furniture
- Disconnect/Reconnect
- Data Center Relocation
- Decommissioning
- Space Layout Planning & Design
- Installation/Reconfiguration
- CAD/CAFM Services
- Logistics
- Vendor Management
- Cost Analysis & Cost Containment
- Dispositions
- Warehousing/Storage
- e-Recycling

BIG MOVES FOLLOW IMPORTANT DECISIONS

Hilldrup is built on a simple concept: be the best at what we do and success will follow. That's why organizations both big and small have depended on us for over 100 years when it's time to move their offices, furniture, labs, computers or equipment.

We can go anywhere you need us to, take care of all the logistics and deliver personal service each and every time.

Work with us and you'll see that our commitment to quality and integrity is embedded in everything we do, from the first phone call until the last item is unpacked.



hilldrup.com



We keep business moving

SERVING SMALL COMPANIES AND LARGE CORPORATIONS

Workplace Solutions Services

Hilldrup combines more than 100 years of experience with an industry-wide recognized expertise in commercial moving services. At Hilldrup, we've successfully handled moves for every type of customer through the years, from small companies to Fortune 500 corporations. With every customer, our goal is to offer turnkey solutions, eliminate downtime and deliver seamless moves.

- Nationwide Office Relocations
- Relocation Move Management
- Campus Setting (Move-Add-Change)
- Liquidation
- Asset Management
- New and Used Furniture
- Disconnect/Reconnect
- Data Center Relocation
- Decommissioning
- Space Layout Planning & Design
- Installation/Reconfiguration
- CAD/CAFM Services
- Logistics
- Vendor Management
- Cost Analysis & Cost Containment
- Dispositions
- Warehousing/Storage
- e-Recycling

Whether you're reconfiguring your current space or relocating cross-country, count on Hilldrup to handle the job professionally, cost effectively and with a move plan determined by your needs, not those of your vendors.



We keep business moving

SERVING SMALL COMPANIES AND LARGE CORPORATIONS

Decommissioning

Surrendering a lease entails more than just turning over the keys. Deciding what stays and what doesn't when it comes time to move into a new space can make for a trying time – and no one wants to face those costly holdover penalties from their landlord. Each of our clients at Hilldrup knows they can rely on us for all of the solutions and services they need to make vacating their business space as efficient and stress-free as possible:

- Furniture Removal, Disposition, and Repurpose
- Liquidation
- Cabling Removal
- Electrical Disconnects / Capping
- Shredding Services
- Signage Removal
- Wall Patching
- e-Recycling
- Move-Out Cleaning

Whether you are moving to a newly furnished location, downsizing or refreshing your current space, or reducing your real estate footprint, having a single source solution to decommissioning your office space is a critical path to closing out a project. Hilldrup's national furniture repurpose program provides a green alternative to disposing your assets in order to meet your sustainability initiatives. Our proven standardization process allows you to focus on your core competencies with a reliable partner guiding your team every step of the way.



We keep business moving

SERVING SMALL COMPANIES AND LARGE CORPORATIONS

Furniture

At Hilldrup, we understand from our clients that the thought of planning an entirely new workspace layout can seem daunting. But it doesn't have to be that way.

When you work with Hilldrup, we take out the stress and handle every detail so you don't have to, providing the vision and look you want for your space – all within your budget. We bring our expertise, assets and team to the table to take care of any furniture services your business may need, including:

- New and Used Furnishings
- Space Planning and Design
- Ergonomic Assessment
- Project Management
- Installation
- Asset Management
- Reconfiguration
- Liquidation
- Furniture Cleaning

From design services and asset management to workstation reconfiguration and furniture repurposing and liquidation, Hilldrup is truly the one-stop shop for furniture services. We can execute every last detail while staying on track with any scheduling or budget parameters your business may have. Tell us what you need, and we will make it happen. Contact us today, and one of our many experts will be more than happy to help you out!



We keep business moving

SERVING SMALL COMPANIES AND LARGE CORPORATIONS

Move, Add, Change (MAC) / Campus Setting

With workplace solutions needs constantly changing for large organizations, finding the best integrated services provider can be challenging. Taking the time to understand your current processes, company culture, technology platform, and short-term and long-term change management visions requires an experienced partner. At Hilldrup, we provide customizable process mapping while implementing industry best practices to drive the efficiencies required to create transformative workplace changes, not disruptive ones.

Our MAC services include:

- Transition Management
- Complementary Software
- Web-based Asset Management
- CAD and Design Support
- Program Management
- Furniture Moves, Reconfiguration, Installation, Repairs and Cleaning
- Technology Disconnects / Reconnects
- Daily Moves, Project Moves, and Work Order Management
- Event and Conference Setups
- Decommissioning and Disposition
- Secured Climate Controlled Warehousing

Hilldrup understands that business never slows down – and neither does a fast-paced campus-setting environment. We execute our best-in-class services with a single point of contact to streamline your current workflow and processes to help consolidate your workplace spend. As the preferred workplace solutions and commercial moving services partner of Fortune 500 companies across the nation, we know what it takes to deliver excellence again and again. Let us know if you're ready to experience the Hilldrup difference.



We keep business moving

TAKE TIME TO COMPARE

The Hilldrup Advantage

Go ahead. Check out our services and pricing, then compare our exceptional services with others who offer relocation services. The Hilldrup Advantage means reduced downtime, attention to detail and world-class service. We think you'll find the choice is clear.

HILLDRUP

Turnkey solution

Detailed planning and communication

Total-cost price

Flexible schedule

Lower risk. Greatest value.

THE COMPETITION

Multiple vendors

Extensive customer time commitment

Time and materials, not to exceed

Mover drives the schedule

Higher risk. Less value.

VS

When you choose Hilldrup for your next office move, you can be sure we'll bring all of our experience and knowledge to the table. After all, we've been helping businesses move for over 100 years.



We keep business moving

VIEW INVENTORY INFORMATION 24/7

Asset Management

Hilldrup offers our customers secure access to our warehouse management system, allowing them to see inside our warehouse and view inventory data. By logging in to a secure designated site, the most up-to-date inventory information will be at your fingertips allowing you to view, sort, filter, report on and create work or service orders.

- Customizable web-based inventory that can be viewed 24/7
- View the most current, accurate data available
- Run reports and place work orders at your convenience
- View digital images of your items in storage
- Reduces delivery timeline and eliminates receiving incorrect inventory



Hilldrup's real-time inventory management solution with digital imaging allows you to view your inventory for total company cost containment.

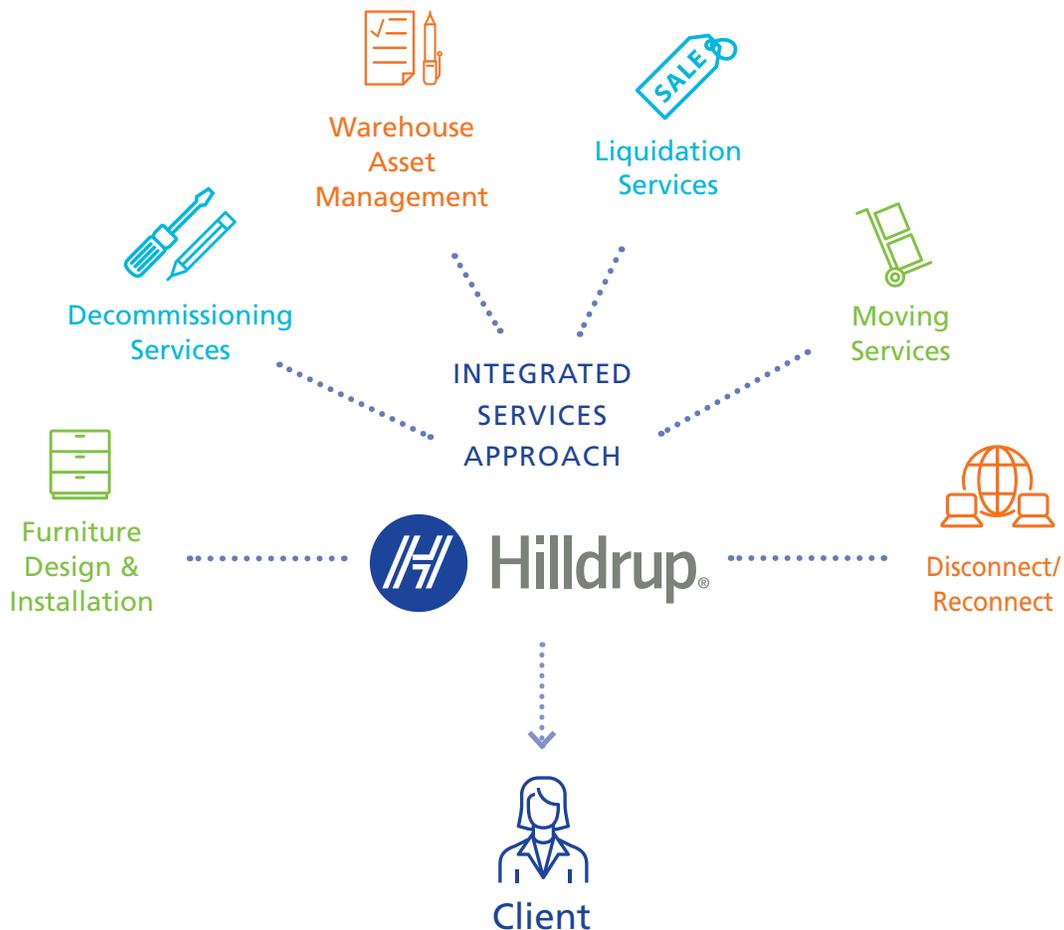


We keep business moving

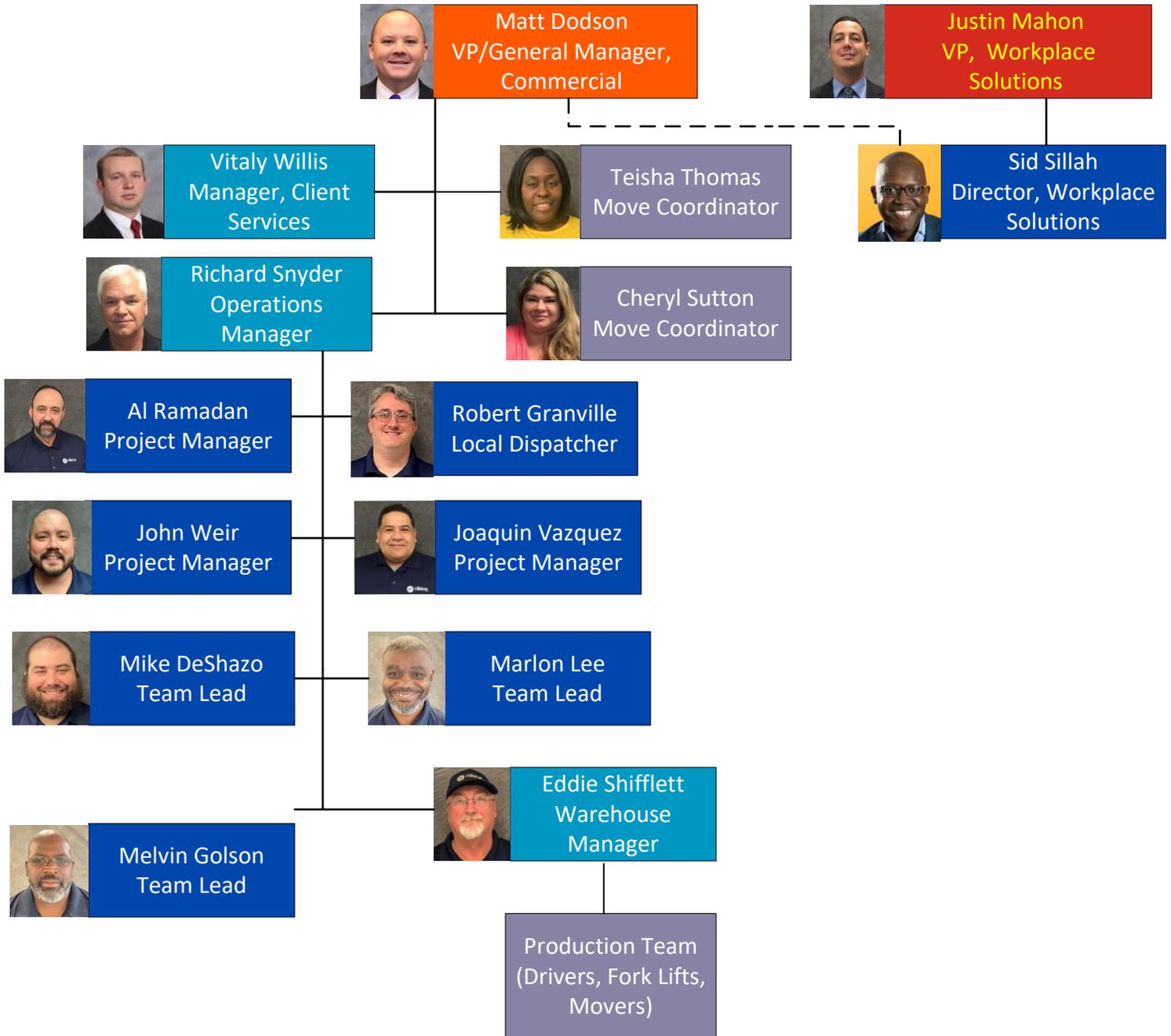
ON BUDGET. ON TIME.

Every Time.

Planning a move for a business isn't for the faint of heart. There are dozens of details to take care of, all while keeping your business up and running. That's why Hilldrup uses a unique **INTEGRATED SERVICES APPROACH**. Our team helps organize and coordinate all the various players needed to make a smooth transition so you can focus on running your business.



Capitol Heights Workplace Solutions Division



Color Key

- Executive
- Vice President
- Manager, Supervisor
- Salesperson, Project Manager, Team Lead
- Counselor, Analyst, Team

Yellow = Overall Commercial employee, not specific to Capitol Heights branch.

ATTACHMENT C

PART I: Labor Rates

Hourly rates shall be paid based on time on the job site. Labor rates shall include all direct and indirect costs within the unit price. Labor rate shall include any travel time expenses, meals, and any other possible incidentals within unit price.

Position		Year 1
Project Manager		\$65.00
Supervisor, hourly rate, regular or straight time only	HR	\$48.00
Mover/Laborer/Packer, hourly rate, regular or straight time only	HR	\$36.00
Vehicle (includes driver), 14' Van Body Truck, hourly rate, regular or straight time only	HR	\$75.00
Vehicle (includes driver), 24' Van Body Truck, hourly rate, regular or straight time only	HR	\$80.00
Furniture Installer	HR	\$43.50
Computer Tech	HR	\$43.50
Passenger Van	Daily	\$100.00
Fuel Surcharge	Daily	\$50.00

Part 2: Storage Rates

Property Storage	\$1.25 Per Square Foot
Record Storage	\$0.60/ box Per Month
Portable Storage (POD type or cargo box/container type units)	Dropoff/ pickup: \$350/container Storage & Handling: \$2.10 Per Square Foot
Pallet Handling IN	\$15.00 Per Pallet
Pallet Handling OUT	\$15.00 Per Pallet
Pallet Storage	\$24.00 Per Pallet Per Month

Part 3: Other Optional Value-Added Services

Packing/Unpacking services	\$36.00 Per Hour
Special handling	\$48.00 Per Hour
Furniture breakdown and Installation	\$43.50 Per Hour
Project Manager	\$65.00 Per Hour

Sensitive equipment customer crating, packing and transportation	To be determined
Product warehousing	\$1.25 Per Square Foot
Debris removal	\$625.00 Per truck load
Asset management services/inventory services	\$48.00 Per Hour
Secure record transportation	To be determined
Shredding	\$60.00 Per bin
Recycling Services	\$625.00 Per truck load